



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Specialized Air Conditioning Maintenance and Repair for IT Spaces (ITSD)

Solicitation Number: 6100012444, RFCSP 20-030

Description: The City of San Antonio, Information Technology Services Department, (“ITSD”) seeks proposals from qualified contractors interested in providing all preventative and remedial maintenance, inspection and repair of air conditioning systems dedicated to telecommunications spaces for COSA managed facilities.

Applicable Product Categories: 91036 – Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services; 03167 - HVAC Equipment, Accessories and Supplies (Not Otherwise Classified)

Evaluation Committee

John Rodriguez, Assistant IT Director, Information Technology Services Department

Carmen Cardenas, Facilities Contract Manager, Information Technology Services Department

Adrian Dickreiter, IT Network Manager, Information Technology Services Department

Ron Griego, Facilities Administrator, Building & Equipment Services

Kyle Mikolajczyk, Interim Building Maintenance Manager and HVAC Superintendent, Convention & Sports Facilities

Date Issued: Friday, January 31, 2020

Due Date & Time: Monday, April 20, 2020, 2:00 p.m. Central Time

Pre-Submittal Conference: Finance Department Purchasing Division, Large Conference Room, Riverview Towers, III Soledad, 11th Floor, San Antonio, Texas 78205, at 10:00 a.m., Central Time, on Tuesday, February 18, 2020.

Pre-Submittal Conference Dial-In Information:

Conference Bridge: Toll Free Dial-In Number: 1-855-850-2672

Meeting number: 998 232 537

Staff Contact Person: Kristen McAvoy, Procurement Specialist III, kristen.mcavoy@sanantonio.gov.

Pursuant to Section 008 Submission of Proposals – Restriction on Communications, respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the restrictions on communication with City employees include:

Respondents may ask verbal questions concerning this RFCSP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **2:00 p.m., Central Time, on March 4, 2020**. Questions received after the stated deadline will not be answered. Questions submitted and City’s responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Staff Contact Person:

Kristen McAvoy, Procurement Specialist III

City of San Antonio, Finance Department, Purchasing Division

Kristen.mcavoy@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first),

if not viewable then click "Other Bids" (to view all already published competitive bids).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.